

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
CHILD AND FAMILY SERVICES AGENCY



Contracts and Procurement Administration

Answers to Questions for RFA Number CFSA-10-RFA-0003  
Parent Education and Support Project

General Questions:

**Question 1:** *How many clients are we expected to serve with this grant? It says 200 clients. Is that per grantee per year? Is that for the entire PES program - so 5 grantees would each have a minimum of 40 clients to serve per year? Or something else?*

**Answer:** The goal is for the entire Parent Education and Support Project to serve 200 clients per year; we are interested in programs that can maximize the number of clients served and demonstrate capacity to increase annually. The application should demonstrate how the program intends to recruit and retain participants.

**Question 2:** *The amount of the grant is \$45,000 to \$90,000 per grantee. Is that per year or for the entire 3 years?*

**Answer:** The amount available is up to \$90K per grant for Year One of the 3-year grant period.

**Question 3:** *Can you tell us about the payment schedule? Are payments made monthly? Retroactive? Is there any billing involved, or...?*

**Answer:** Applicants will be required to submit quarterly invoices. Payments will be made quarterly upon submission of an approved invoice.

**Question 4:** *There is a section for the proposal that says "Collaboration". Is that to describe our past collaborations in this field or Collaborations we will have for this grant? Is it required that we have collaboration with other organizations?*

**Answer:** Under the Parent Education and Support Project, organizations may partner together to offer separate but coordinated components of the program but must identify a lead Applicant. The application should reflect collaborations or partnerships that are or will be established for the purpose of the grant, if applicable. If the application is being submitted under the *Family-Centered Substance Abuse Treatment and Parenting* program, the applicant must demonstrate collaboration with a substance abuse treatment provider.

**Question 5:** *I am writing to request more information about the funding that is available for Parent Education and Support Programs.*

**Answer:** All information is posted on the CFSA website (<http://www.cfsa.dc.gov>) under the Contracting Opportunities page).

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**Question 6:** *Can you define the type of collaborative support Child and Family Services Agency will be looking for?*

**Answer:** See Question 4 above.

**Question 7:** *What is meant by a “Sustainability Plan”? How should it be described?*

**Answer:** A Sustainability Plan is used to describe the activities that will ensure continued service delivery for the target population beyond the period of CFSA funding. The RFA specifies that during the period of funding, Grantees shall seek out additional resources to ensure continuity of programs beyond the 3 years awarded. Applicants should note that initial award levels will decline and non-Federal share match levels will increase in the third year of the three-year grant period; and no more than 50% of the non-federal share may be in kind. See Section III, *Eligibility Information, Cost Sharing or Match*.

**Question 8:** *What are some examples of services Child and Family Services Agency is asking Grantees to provide under the “Family Strengthening” and “Parent Support” program areas?*

**Answer:** See SECTION VII: PROGRAM SCOPE of the RFA.

**Question 9:** *Can you define the difference between the “application summary” and the “brief program overview?”*

**Answer:** The Application Summary is equivalent to the application Abstract or Executive Summary and describes the scope of the application. The Brief Program Overview should highlight the key elements of the parent education and support model being implemented.

**Question 10:** *If applicants are applying for more than one funding area, is it necessary to submit a separate application for each area?*

**Answer:** No, it is not necessary to submit a separate application for each. As stated in the RFA, Applicants must clearly state for which of the three program areas, or which combination of program areas, they are applying, and must justify their selection of program area(s) in terms of documented needs associated with specified project goals and objectives.

**Question 11:** *When you say you want a copy of the applicant's Equal Employment Opportunity, what do you mean?*

**Answer:** See the Procurement Library section of the Contracting Opportunities page (<http://www.cfsa.dc.gov>) for a copy of the EEO Compliance Document that must be completed as part of the application.

**Question 12:** *Where can I get the Tax Certification Affidavit (DOES)?*

**Answer:** See the Procurement Library section of the Contracting Opportunities page (<http://www.cfsa.dc.gov>) for a copy of the Tax Certification Affidavit (DOES) that must be completed as part of the application.

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**Question 13:** *I wanted to know if it would be possible for someone to send me the attachments on word format. That way, it is easier to fill out than on a PDF.*

**Answer:** Unfortunately, the attachments are not available in Word format.

*To learn about other funding opportunities please visit the Federal Grants' website, [www.grants.gov](http://www.grants.gov) or the Office of Partnerships and Grant Services' website, [www.opgd.dc.gov](http://www.opgd.dc.gov). Please also continue to check the Contracts and Procurement Administration's website, [www.cfsa.dc.gov](http://www.cfsa.dc.gov) under Contracting Opportunities for future funding opportunities.*